



CHANGING THE WAY WE DO THINGS

A Step-by-Step Guide for a Proposer or Seconder using HERMES

This document describes the process required for approving the Online Registration Form (ORF) by the Proposer and Seconder, and the process for approval by the WM or MEZ.

1. When Proposing a Candidate for Initiation, ensure that you obtain his
 - First Names.
 - Surname.
 - Date of Birth.
 - email address.
 - preferred contact number (mobile preferred).This information is required in order to start the registration process on Hermes.
2. When Proposing a Joining Member, ensure you obtain his
 - Grand Lodge Reference Number.
 - email address.This may have already been provided to the Secretary as he will be known to a member of the Lodge. If not the prospective joining member can obtain his GL Ref from his Lodge Secretary as it is recorded on Hermes.
3. **Using the Hermes process.** Once the Prospective Applicant has submitted his Online Registration Form (ORF), the Secretary will add you as the Proposer or Seconder and you will receive **two** emails, generated by Hermes. These will be sent to your personal email address as listed on the UGLE database. The first email will contain a hyperlink to the ORF and the second will include a temporary password which when used verifies your identity. The password is only valid for **seven** days. **If you do not respond to the first email within seven days, contact the Secretary who will resend the email. Check your SPAM email 'just in case'.**
4. Copy the password, then click on the hyperlink in the first email. Paste the password into the field **Enter temporary credentials** and click **Log In**.
5. You will be asked to enter your Date of Birth in the required format as a two factor authentication protection (assuming that it is correct in the database).
6. The screen will open with Instructions, which you should read. These are similar to those contained in the former Form P. You must review the content of the ORF.

7. Click **next** at the top right of your screen and you will see **Personal Details** screen, click **next** at the top right again and you will see **Contact Details** screen – you should check these are correct to the best of your knowledge.
8. For an Initiate, click **next** and you will see the Declarations 1 screen. Click **next** for the Declarations 2 screen.
9. For a Joiner, you will now see the **Membership Details** screen, which lists all of the units that this joiner is a current or past member. It will also display whether is in Arrears.
10. Click **next** and you are now required to record how long you have personally known this person by entering the month and year in the two fields in this screen.
11. Enter using the drop-down list in the two boxes and then click on the blue box **Digitally Sign Candidates Application**. You will see another screen requesting you to confirm, which you should do by clicking **OK**.
12. You will see a message on the screen in a green box confirming that the form has been submitted.
13. You now can either close the window, or click on your name in the top right of the screen to log out.